

DATABASES

Enter, store, retrieve and manipulate large amounts of data.

Popular programs: Microsoft Access, FilemakerPro (licensed for Ontario schools)

Create **records** which include information stored in **fields**, For example, a student's record may include fields such as first name, last name, address, marks, locker number, etc..

Field types (File, Define Fields):

Text – firstname, lastname, city, etc.

Number – prices, marks, etc.

Calculation – formulas such as $\text{Price} * 0.08$ for PST;

IF(Product="iPodVideo",279,IF(Product="Sandisk",79,49))

when the items in quotes are based on the *product* text field using a value list (see below).

Container – may include pictures, sounds and video

Summary – performs calculations such as total, count or average on another number or calculation field, e.g., total the PST field in all records

Date – useful for record keeping

Modes (or views; located in lower left side)

Browse - enter data here for each record using the fields created above
- for a new record **ctrl+n** or *record, new record* in the menu

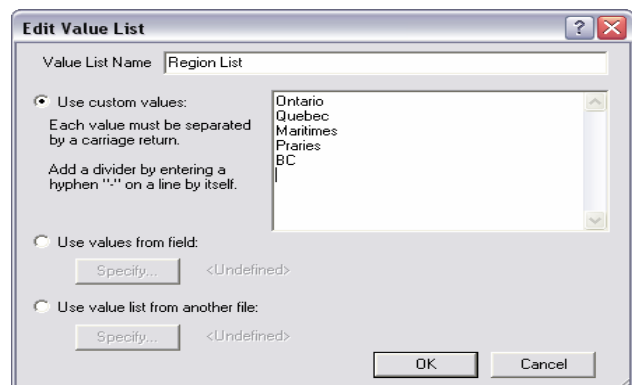
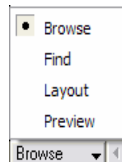
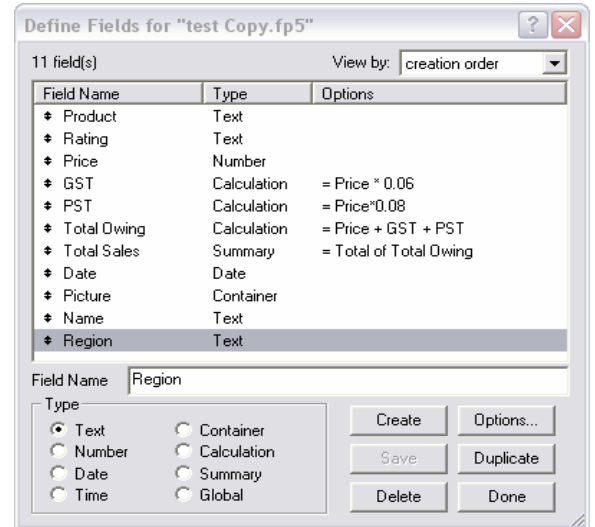
Find - search using criteria, e.g., students over 79.9% to create an honour roll list in the school's student database

Layout - allows formatting of the "layout" and creation on new layouts
- header, body, footer can be independently formatted
- right click fields, e.g., *number format* can add \$ by selecting *Format as decimal, fixed number of digits (2)* and *use notation (\$)*
- add the use of value list by right clicking text fields, select *Field Format*, then any of Popup list, Popup menu, check boxes, or radio boxes

Preview - use before printing

Value List Creation

- allows mouse click selection of repetitive entries, e.g., regions, cities, colours, etc.
- *File, Define Value List, New ...* name the list and enter the values followed by <enter>, including the last value
- In Layout mode, right-click text field, *Field Format*, select type of list and link to your value list(s)



Reports

- Can be created by using different layout but with the same fields and records
- In Layout mode, select **ctrl+n** or *Layout, New Layout* in the menu
- Name the layout, e.g., Region by Sales
- Select from a template or blank
- Check *Constrain to page width*
- Sort your records by the most important field
- Themes can be selected to make the report more attractive
- Summary fields are very useful and should be placed in footers to avoid duplication
- Place labels in headers, also to avoid duplication
- Add titles and other formatting in layout mode


| BTT COMPANY SALES by REGION | |
|--------------------------------|---------|
| Product | Region |
| Word | Ontario |
| Filemaker | Ontario |
| Word | Ontario |
| Word | Praries |
| Excel | Quebec |
| Publisher | Quebec |
| Total Sales \$513.00 | |

The 'New Layout/Report' dialog box is shown in the 'Create a Layout/Report' step. The 'Layout Name' field contains 'Region by Sales'. The 'Include in layout pop-up menu' checkbox is checked. Under 'Select a layout type:', 'Columnar list/report' is selected. A preview of a columnar report is shown on the right. At the bottom, there are buttons for '< Back', 'Next >', 'Cancel', and 'Help'.

The 'New Layout/Report' dialog box is shown in the 'Specify Fields' step. The 'Available fields' list includes GST, PST, Total Owning, Total Sales, Date, Picture, Name, and Region. The 'Layout fields' list on the right contains Product, Total Sales, and Region. Buttons for 'Clear', 'Move All', and 'Clear All' are present. At the bottom, there are buttons for '< Back', 'Next >', 'Cancel', and 'Help'.

The 'New Layout/Report' dialog box is shown in the 'Sort Records' step. The 'Report fields' list contains Product, Total Sales, and Region. The 'Sort order' list contains Region. The 'Ascending order' radio button is selected. At the bottom, there are buttons for '< Back', 'Next >', 'Cancel', and 'Help'.

More Tips

- Create value lists for any field that contains a manageable number of repetitive entries
- Move fields around in layout mode to enhance appearance and usability
- Labels can be changed or deleted if unnecessary
- Buttons can be created to further automate tasks:
 - In layout mode click the  icon and create a button anywhere in the layout
 - Select an often used task, e.g., New Record/Request
 - Name the button

Next

A list titled 'Select All Fields' showing various actions. The 'Records' section is expanded, showing 'New Record/Request', 'Duplicate Record/Request', and 'Delete Record/Request'. The 'New Record/Request' option is highlighted.